



# MOHAMMED SHAREEF

## PERSONAL SUMMARY

A confident, multi-skilled and capable administrator with excellent knowledge of office management and documentation. Exceptional analytical and problem solving skills and able to provide financial information to all areas of the business whilst ensuring that all management information is accurate.

Now looking for a new and challenging position, one which will make best use of my existing skills and experiences and also further my development.

## PERSONAL DETAILS

Dubai, UAE.

**Mob: 052 2278866**

shareefkabdulla@gmail.com

**Sex:** Male

**Passport No:** P 9861393

**Driving License:** India

**Nationality:** Indian

**Languages:** English, Hindi, Malayalam, Arabic (Basic)

## AREAS OF EXPERTISE

*Administration & Organization*

*HR database & filing*

*Month end procedures*

*Variance reporting*

*Query resolution*

*Secretarial work*

*Computer proficiency*

*Filing of Documents*

## PERSONAL SKILLS

*Numerate*

*Investigative*

*Pro-active problem solver*

*Analytical & time management*

## WORK EXPERIENCES

**HABEEB GENERAL TRADING**, Dubai, UAE. Nov-2017 – Till Now  
Designation: Accountant cum Office Administrator

**AROOS ALWADI DECOR**, Ajman, UAE. Jul 2015 – Oct 2017  
Designation: Accountant cum Office in Charge

**ABUDHABI COMMERCIAL BANK**, Abu Dhabi, UAE. Dec 2007 - May 2012  
Designation: Administrator

**HAYAT GENERAL TRADING**, Dubai, UAE. Mar 2013 - Jun 2015  
Designation: Accountant cum I.T Support

**INFOSIS COMPUTERS**, Kerala, INDIA. Aug 2001 - Aug 2007  
Designation: Administrator cum Computer Faculty

### Duties:

- >Maintain the relationship between the company and the customer through the phone, email and whatsapp.
- >Maintain letter drafting and documentation.
- >Maintain computer system by updating and entering data.
- >Handle confidential documents ensuring they remain secure.
- >Send the quotation to the clients as per requirement.
- >Prepare statistical report.
- >Ensuring that information is accurately collected and entered into systems.
- >Preparing sales invoices and the upkeep of an accurate accounts filing system.
- >Audited daily Ledgers, Cash and Bank Book.
- >Preparation of accounts receivable, accounts payable and all expenses.
- >Preparation and input of month end journal vouchers.
- >Conducting regular business reviews of financial performance.
- >Maintain time and attendance, compensation, benefits and employee records.
- >Prepare Payroll via WPS and Employees Benefits (Allowances, Overtime & other benefits.)
- >Manage office administration works, attending phone calls and Internet.
- >Responsible for diagnosing & resolving hardware, software & end users problems.

## ACADEMIC QUALIFICATIONS

- **GRADUATE** from Calicut University, Kerala, India.
- **Higher Secondary Education** from Board of Higher Secondary Education, Kerala, India.
- **Secondary School Leaving Certificate** from Dept. of General Education, Kerala, India

## PROFESSIONAL QUALIFICATIONS

- **Diploma in Practical Accounting** from Institute of Accountancy, India.
- **Diploma in Computerized Financial Accounting** from Mahatma Education and Charitable Foundation, Govt. of Kerala, India.
- **Type Writing English** from Board of Technical Education, Govt. of Kerala, India.
- **Higher Diploma in Software Engineering** from Aptech Computer Education, India.
- **Diploma in Computer Hardware and Networking** from All India Council for Technical Education, Govt. of India.
- **Diploma in Web Designing** from Windowsoft Computer Education, Kerala, India.

## COMPUTER SKILLS

OPERATING SYSTEMS	: MS Windows, Linux, UNIX, MS Dos
ACCOUNTING PACKAGES	: Tally, Peachtree, DacEasy, QuickBooks
PACKAGES	: MS Office, MS Outlook, Page Maker
DATABASES	: Oracle, SQL Server, MS Access
LANGUAGES	: C++, JAVA, C#, ASP.NET, Visual Basic

## HARDWARE

Assembling and reassembling of computer peripherals, Scan and remove virus, Installing & Updating software, Installing, monitoring, maintaining and optimizing LAN network hardware, etc.

## REFERENCES

Available on request